

CHAPTER 2

PREPARING THE CONTRACT DOCUMENTS

2-1. Introduction.

2-1.1. Scope. This chapter provides technical guidance to facility Engineering personnel in the preparation of specifications for contracting custodial services.

2-1.2. Responsibility. The facility engineer has the responsibility for the preparation of the following portions of the contract.

2-1.2.1. Special Conditions.

2-1.2.2. Technical Specifications.

2-1.2.3. Bid Schedules.

2-1.2.4. Plans.

2-1.3. Guide Specifications. The guide specifications for the preparation of these portions of the contract are included in appendixes B, C, and D. The explanation and instruction for using these guide specifications are contained in this chapter.

2-1.4. Changes. In reviewing these guide specifications, facility engineering personnel may have to make revisions or alternations and will have to make certain additions; however, the approach to contracting custodial services, as defined in chapter 1, must not be altered.

2-2. Preparing the Special Conditions

2-2.1. Contents. The special conditions portion of the contract defines the basic parameters within which the Contractor shall perform the work. Guide specifications for the special conditions are included in appendix B.

2-2.2. Incomplete Paragraphs. Facility engineering personnel must complete the following paragraphs of appendix B.

2-2.2.1. Paragraph 24 entitled "Correction of Non-Performance of Routine Work."

2-2.2.2. Paragraph 28-1 entitled "Government Furnished Items for Routine Work."

2-2.2.3. Paragraph 29 entitled "Parking for Contractor's Employees and Contractor's Vehicles."

2-2.2.4. Paragraph 30 entitled "Contractor's Access to the Site(s) of the Work."

2-2.2.5. Paragraph 31 entitled "Post Regulations."

2-3. Preparing the Technical Specifications.

2-3.1. Contents. The technical specifications portion of the contract contains a definition of the "key ingredients" of the cleaning process (such as chemicals, tools, and equipment), the work to be accomplished, the time frame within which the work must be completed, and the standards of performance for the contractor.

2-3.2. Chemicals.

2-3.2.1. The types of chemicals to be used by the contractor in the performance of the work will be defined in the technical specifications in section 1—Chemicals, appendix C.

2-3.2.2. The container size and the Federal specification number and/or three approved brands for each type of chemical will also be defined.

2-3.2.3. If any additional types of chemicals which are not already included in appendix C are required to safely or productively perform the work, they must be included in section 1—Chemicals.

2-3.2.4. Any restrictions as to types of chemicals which can be used by the Contractor in the performance of the work must be included in paragraph 1-2, Section 1—Chemicals.

2-3.3. Tools.

2-3.3.1. The types of tools to be used by the contractor in the performance of the work will be defined in the technical specifications in section 2—Tools, appendix C.

2-3.3.2. Requirements for the Contractor to issue specific types of tools to employees are included in paragraph 2-2, section 2—Tool Assignment.

2-3.3.3. Any restrictions as to the types of tools to be used by the Contractor in the performance of the work will be included in paragraph 2-3, section 2—Tools.

2-3.3.4. If any additional types of tools which are not already included in appendix C are required

to safely or productively perform the work, they must be included in section 2—Tools.

2-3.4. Equipment.

2-3.4.1. The types of equipment to be used by the contractor in the performance of the work will be defined in the technical specifications in section 3—Equipment, appendix C.

2-3.4.2. Any restrictions as to the types of equipment which may be used by the Contractor in the performance of the work will be defined in the technical specifications, section 3—Equipment.

2-3.4.3. If any additional types of equipment which are not already included in appendix C are required to safely or productively perform the work, they must be included in the technical specifications, section 3—Equipment.

2-3.4.4. The minimum required equipment for each building must be determined by Facility Engineering personnel and included in the technical specifications, section 4—Schedule of Minimum Equipment Required for Routine Work.

2-3.4.5. When determining the minimum required equipment for routine work, Facility Engineering personnel should consider that the cost of custodial equipment, when amortized over the contract term and adjusted by its resale value, is relatively insignificant if compared to the total contract price and the amount the contract price would increase if custodial workers did not have this equipment available.

2-3.4.6. When the possibility of having two or more cutodians share a piece of equipment is being considered, the anticipated nonproductive time associated with the following activities should be evaluated.

(a) Waiting for the equipment to become available for use.

(b) Traveling to "borrow" the shared piece of equipment.

(c) The cost associated with a custodian not performing a task because of the effort required to "borrow" the equipment.

(d) The decreased lifetime or increased maintenance costs of a piece of equipment associated with the lack of proprietorship evident when a piece of equipment is used by more than one person.

2-3.5. Performance Standards for Routine Work.

2-3.5.1. Any custodial services which are to be performed at least monthly and can be easily performed in conjunction with other such services

in a given area should be considered as routine work.

2-3.5.2. The performance standards for routine work will be included in the Technical specifications, section 5—Performance Standard for Routine Work-appendix C. Any custodial services to be considered as routine work which are not already included in appendix C must be added to section 5.

2-3.6. Routine Work Schedules.

2-3.6.1. How frequently each routine work task shall be performed in each building must be defined in the technical specifications, section 6—Schedule of Routine Work. Several schedules similar to the one contained in section 6 normally will be required to define the routine work in all of the buildings.

2-3.6.2. Since not all types of areas in each building undergo the same traffic or require the same level of service, the frequencies of performance of the routine work tasks may vary. For example, an entrance on the ground floor will experience more traffic and soiling than a corridor on the third floor of the same building. In order to provide the same level of custodial service without incurring excess cost, the facility engineer should specify less frequent performance of routine work tasks on the higher level. This will be accomplished by defining various area types within a building (classrooms, 1st floor corridors, all other corridors, offices, rest rooms, etc.) and indicating different frequencies for the area types in section 6—Schedule of Routine Work.

2-3.6.3. When establishing the frequencies of performance for routine work tasks, the following priorities should be considered. Obviously, many tasks may belong to more than one classification.

2-3.6.3.1. Priority Number 1. Those tasks which relate to the health and safety of the occupants and traffickers of the building. Examples of tasks which belong to this category are: disinfecting rest rooms and drinking fountains; removing accumulated waste paper and litter to eliminate potential fire hazards; keeping the floor surface from becoming slippery from the accumulation of grit or liquid.

2-3.6.3.2. Priority Number 2. Those tasks which relates directly to the completion of the mission of the group occupying the area. An example of this would be maintaining a relatively "dust-free" atmosphere in an electronic data processing area in order for the electronic data processing equipment to operate correctly.

2-3.6.3.3. Priority Number 3. Those tasks which

relate to the protection of building and fixture finished and equipment. Examples of tasks which belong to this category are: The cleaning of dirt entrapment devices such as entrance mats so the mats will reduce the grit and soil trafficked into an area when such grit or soil would cause excessive wear to floor coverings and vacuuming carpet to remove grit which cuts fibers and decreases carpet life.

2-3.6.3.4. Priority Number 4. Those tasks which relate only to the appearance of an area or which can be justified for other economic reasons. Examples of tasks which fall into this category are spot cleaning glass partitions and frequent dusting. An example of a task to be performed because of economic reasons is washing of light diffusers to reduce the consumption of energy.

2-3.6.4. The hours during which the contractor shall perform the work must be specified in section 6. In determining when the work is to be performed, the Facility Engineer should consider that normally such work can be most productively performed in an area during the period of least occupancy and activity in that area.

2-3.6.5. Guidelines for a basic level of custodial service and a moderate level of custodial service are included in figures 2-1 and 2-2.

2-3.7. Routine Work Allowances. The averages of the time allowances used by Facility Engineering personnel to determine the minimum number of required weekly worked-hours must be defined in the Technical Specifications, section 7 — Routine

Work Time Allowances. These allowances can, to some degree, be determined by following the instructions in chapter 2 of Military Custodial Services Manual, TM 5-609. If appropriate allowances cannot be determined from TM 5-609, then actual measurement of the time required to complete the work must be performed by Facility Engineering personnel.

2-3.8. Performance Standards for Project Work

2-3.8.1. Any custodial services which are to be performed less frequently than monthly or cannot be easily performed in conjunction with other routine work in an area should be considered as project work.

2-3.8.2. The performance standards for project work will be included in the technical specifications, section 8—Performance Standards for Work. Any custodial services to be considered project work which are not already included in appendix C must be added to section 8.

2-4. Preparing the Bid Schedules.

2-4.1. Contents. The bid schedules for custodial services contain a definition of the quantities of routine work and estimated quantities of project work to be performed, and the minimum number of worked-hours required for routine work. The Bid Schedules must allow for the Contractor to enter prices bid for the various items of work; and to define proposed supervisory coverage. Guide specifications for bid schedules are included in appendix D.

D = daily, 2D = twice daily, D3 = every 3 days, etc. W = weekly, 2W = twice weekly, W3 = every 3 weeks, etc. M = monthly	High traffic corridors and lobbies	Other corridors and lobbies	Office areas	Classrooms	Lounges	Restrooms and locker rooms	Elevators
Remove trash	D	2W	W	W	2W	D	--
Sweep floors	D	2W	W	W	2W	D	D
Partially vacuum carpet	D	2W	W	W	2W	D	D
Completely vacuum carpet	M	M	M	M	M	--	M
Clean and supply restrooms	--	--	--	--	--	D	--
Spray-buff	W	W2	M	M	M	M	--
Dry buff (wood floors)	W2	M	M	M	M	M	--
Wet mop	W	M	M2	M2	M2	D	W
Regular dusting	W	M	W2	W2	W2	W	W
Complete dusting	M	M	M	M	M	W	M
Spot clean	W	W2	M	M	M	D	W
Clean chalk boards	--	--	W	W	--	--	--
Clean drinking fountains	D	2W	W	W	2W	--	--

Figure 2-1. Guidelines for basic level of custodial services.

D = daily, 2D = twice daily, D3 = every three days, etc. W = weekly, 3W = three every three weeks, etc. M = monthly	High traffic corridors and lobbies	Other corridors and lobbies	Office areas	Classrooms	Lounges	Restrooms and locker rooms	Elevators
Remove trash	D	3W	D	D	D	D	--
Sweep floors	D	3W	2W	2W	3W	D	D
Partially vacuum carpet	D	3W	2W	2W	3W	D	D
Completely vacuum carpet	D	3W	2W	2W	3W	D	D
Clean & supply restrooms	--	--	--	--	--	D	--
Spray-buff	2W	W	W2	W2	W2	W2	--
Dry buff (Wood floors)	2W	W	W2	W2	W2	W2	--
Wet mop	W	M	M2	W2	M2	D	--
Regular dusting	2W	W	W	W	W	2W	2W
Complete dusting	M	M	M	M	M	M	W
Spot clean	2W	W	2W	2W	2W	D	2W
Clean chalk boards	--	--	2W	2W	--	--	--
Clean drinking fountains	D	3W	2W	2W	D	--	--

Figure 2-2. Guidelines for moderate level of custodial services

2-4.2. Bid Schedules for Routine Work.

2-4.2.1. The minimum number of worked-hours the contractor shall provide for routine work must be entered by facility engineering personnel in the bid schedules, section 1—Schedules for Routine Work (refer to app D). Several individual schedules will normally be required to define the worked-hours for all buildings.

2-4.2.2. Refer to chapter 2 of Military Custodial

Services Manual, TM 5-609, for instructions in determining the minimum worked-hour requirements for routine work. Refer to figure 2-3 for an example of a correctly completed Schedule for Routine Work.

2-4.2.3 Security areas may require a group cleaning effort rather than cleaning by an individual or by several individuals working independently. Group cleaning and is not recommended except in

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
	Building or Area	Weekly Minimum Worked-Hours for Routine Work	Weekly Maximum Charge for Wages	Weekly Maximum Charges for Equipment, Tools, & Chemicals	Weekly Maximum Charge for All Other Costs	Total Maximum Charge for Routine Work (D) + (E) + (F)	of Weeks Per Year	Total Yearly Maximum Charge for Routine Work (G) × (H)
1	101	165					52	
2	101 Annex	40					50	
3	110	111					52	
4	120	63					52	
5	130	10					52	
6	150	10					52	
7	160	12					52	
8	170	33					52	
9	180 1st Floor	5					52	
10	210	5					50	
11	350	7					52	
12	360	39					52	

continued

Figure 2-3. Correctly Prepared Bid Schedule for Routine Work.

instances where time limitations apply or when adequate security personnel are not available to allow individual cleaning assignments. Areas where group cleaning is required should be identified in the bid schedule for Routine work.

2-4.3. Bid Schedules for Project Work. The various types of project work to be performed in each building, estimated quantities of the types and estimated frequencies of performance must be defined in bid schedules, section 2—Schedule for Project Work (refer to app D). Several individual schedules will normally be required to define the project work for all buildings. Refer to figure 2-4 for an example of a correctly completed schedule.

2-4.4. Contractor's Supervisory Organization.

The contractor is required to describe a proposed supervisory organization in the bid schedules, section 3—Contractor's Proposed Organization (refer to app D).

2-4.5. Preparing the Plans. In order to adequately define the various area types within a particular building which shall be provided different types of routine work by the Contractor, it is normally necessary for the Contract Specifications to include plans which indicate the various area types. An alternative to including the plans if the building has permanently assigned and displayed room numbers is to list the various area types (classrooms, offices, rest rooms, etc.) by number. An example of a correctly marked plan is included in figure 2-5.

(A)	(B)	(C)	(D)	(E)	(F)	(G)
Bid Item	Project	Location	Estimated quantity	Number of annual repetitions	Unit bid price	Bid price per year (D) × (E) × (F)
1	Strip and refinish resilient tile and terrazzo floors.	Bldgs 101, 101 Annex, 130, 150, 160.	78,000 sq. ft.	2	\$_____ Per sq. ft.	\$_____ Per Year
2	Carpet cleaning dry foam method.	Bldgs. 120, 170, 180—1st floor only, 210, 350, 360.	210,000 sq. ft.	.5	\$_____ Per sq. ft.	\$_____ Per Year
3	Carpet cleaning water extraction method.	Bldgs. 120, 170, 180—1st floor only, 210, 350, 360.	210,000 sq. ft.	.125	\$_____ Per sq. ft.	\$_____ Per Year
4	Machine scrubbing of grouted tile floors.	Bldgs. 101, 120, 150, 210, 350, 360.	25,000 sq. ft.	4	\$_____ Per sq. ft.	\$_____ Per Year
5	Wash interior glass (does not include interior side of exterior windows)	All areas in bldg. 101.	K/A	2	\$_____ Per sq. ft.	\$_____ Per Year
Continued						

Figure 2-4. Correctly Prepared Bid Schedule for Project Work

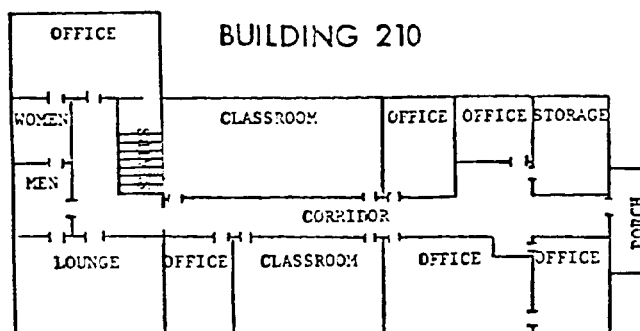


Figure 2-5. Correctly prepared plan showing area types